

Minutes - KTC Executive Meeting
May 23, 2017 @ 7:00pm
Graham's home

In attendance: Viki Andrevska, Doug Bowie, Julius Breza-Boski, Rick Donaldson, Paula Loh, Graham Lord, Jim Martin, Bud Nelson, David Stocks, Gill Turnbull, Chloe Wilson

Absent: None

1. Review/approve minutes of meeting from Tuesday, April 25, 2017

Approved, with one amendment.

2. Queen's Tennis Club – proposal by member, Michael Stych

Starting in the Fall of 2017, the Queen's Tennis Club would like to rent Courts 4, 5 & 6 for a period of 2-3 hours on regular basis each Saturday or Sunday afternoon for recreational drop-in play by Queen's students who are not KTC members. Paula suggested \$60 per session. Bud clarified that this would be in addition to the practice courts that we already provide for the competitive team whose members join the club at the Fall rate. It was suggested no more than 3 courts be used at the same time by the Queen's Club. This provides an opportunity to market the club to tennis players who are potential members.

Moved by Paula, seconded by Viki: provide a maximum of 3 courts for 2 hours on Saturday afternoons starting in the Fall of 2017 (after Labour Day weekend) at the cost of \$20 per court.

Carried.

3. Junior Open House – report (see Appendix A)

The Junior Open House was held on Saturday, April 29; Viki provided an overview. Refer to attached report.

4. Adult Open House – report

The Adult Open House was held on Sunday, May 14 to coincide with "Tennis Day in Canada"; Gill provided an overview.

The Adult Open House was delayed by one day due to rain. The event was held on Sunday, which coincided with Mother's Day. Those two factors contributed to a lower attendance than the past two years. It was suggested that next year, the event be held on the regularly scheduled weekend, the week before Mother's Day. Club pros attended the event and held some activities and games.

The fist social was hold on Saturday, May19 - 25 people signed up but only 20 played tennis. 3 new members attended. None of the club pros were available to attend the event. The dinner was Greek food, followed by a cake with the new KTC logo.

The next social will be on June 9. Isabelle Pollock will organize the event. The theme of the social will be “tennis & trivia” and the dinner will be Italian. It would be nice to have at least one Club-Pro at the social events.

5. Clubhouse Keys – who should have keys & why

Jim will be in charge of the keys and will meet individually with everyone who possesses keys or a set of club keys. Gill would like to borrow an office key during the socials (stewards need to close the door of the office behind them every time when they leave, for security reasons).

Who needs club keys: Treasurer (yes, has keys; yes, needs them), Vice President (will return the keys; doesn't need them), Rick (yes, has keys; yes, needs them), Bud (for correcting computer problems after hours, yes, has keys; yes, needs them), Doug (to check the building during the winter, it is handy because he is closer to the Club than Rick, yes, has keys; yes, needs them), Julius (string racquets after hours, yes, has keys; does not need them), President (for the court lights timer, contractors, yes, has keys; yes, needs them), Secretary (no keys, does not need them), Graham (no keys, does not need them), Chloe (no keys, does not need them), Gill (no keys, but will use during socials), Camp Director (just needs an office key during camp hours; Sam has keys; does not need them), Steward Supervisor (has keys, need to be assessed).

Suggestion that we keep an office key to be signed out for the day, as needed, by the Social Director and Camp Director. Jim will make an inventory of all the keys and who has them.

6. Court Usage - clarify guideline for last-minute bookings for private lessons & type of bookings for Customizable Doubles Clinic

It was decided that last-minute bookings may be made 24 hours ahead, or less, for a second private lesson during prime time. (Normally, only one court may be used for private lessons during prime time.)

Customizable Doubles clinics will be booked using the players' daily court booking (coach teaches for one of the two hours per Doubles session). Members attending private free clinics provided by a member should consider this to be their daily booking, whether or not they are listed on the booking. We should respect the policy of one advance booking per day.

Walk-on bookings (can be made up to ½-hour before playing) were discussed. Chloe will include the guidelines in the next KTC email.

7. Capital Project

Gill provided a cost of \$9K/year for a portable to use as a temporary office, if required. Toilets are extra, at \$120/month for a port-a-potty.

Jim suggested that Queen's students (geology with civil engineering) could work in parallel with our hired professionals (civil engineer, general contractor). The students cannot do the work alone as they are unable to provide an engineer's stamp. They can do some design work for the clubhouse and could work on courts and lighting. They cannot replace our team but they could be an addition, which provides hands-on experience for them. Paula will check with our professionals to see if this is a situation that would be helpful. The Queen's students need to know about our decision by August.

8. Treasurer's Report – Appendix B

Note provided by Jim: Revenue Collection Progress - overall up 4 % to \$175 k , membership down 5 % , camps up 24 % , see for details (source: Jegysoft). Pending Revenue - more collected , lower @ \$ 7.2 k (source: Jegysoft).

51 new members so far, per Bud – 30-35 haven't renewed so far. We currently have 432 members. At the end of last year we had 525 members; the two years are similar with regard to membership trends. Junior Camp revenues are up 25% over last year so far. Enrollment for the mornings is high but the afternoons are low. Those numbers are changing and we will not know the final figure until the end of the year. Regarding revenue, everything is up from last year.

The projection is that membership will be similar to last year. We are behind by about 40 members at the moment. This spring's bad weather has probably affected the membership numbers. Paula would like to have a realistic standard for comparing membership numbers from year to year (currently numbers are totalled from all member categories, such as Couples and Families that pay a low rate per person when compared to the Adult rate; looking at the annual gross number of members alone is not a realistic way to determine trends).

We could follow up on erecting a KTC sign on Johnson Street to promote the club and build membership (one has recently been erected for the Yacht Club at the corner of King & Maitland Street). It was decided to wait until we have the 8th court built to do this since membership levels are healthy.

Jegysoft provides much data for court analysis: who plays, how often, and other statistics.

Payment for cancelled lessons (ex. when rained out) is transferred to a Club Credit and members can use the credit for their next payment.

9. Set next meeting date & location - Tuesday, June 13 at Viki's home

10. Other Business

Stewards are able to retrieve balls from the neighbours' backyards adjacent to Courts 1 & 2. We have not received any complaints so far from our neighbours about doing this. Members may also retrieve them directly, but it involves climbing a fence.

Ordering logo shirts was discussed. Gill will include uniforms for the Junior Camp instructors in the order (Dave to provide the information to Gill).

11. **Adjournment** at 9:52pm

Appendix A

Junior Open House – April 29, 2017 – Report

Prepared by Viki Andrevska

The Junior Open House is a volunteer-run event. The Camp Director is the only paid staff member. The Camp Director was not able to attend in 2017 which showed that the event can be run by volunteers. Club pros/coaches participated at the event which helps them to build their clientele for lessons. In 2017, Isaac Jones & Emile Flavin worked alongside David Lea to set up Courts 1 & 7 for the younger children, and then took over running the activities. The club has several members who have coaching/training experience, such as John Sylvester, Claire Tremblay, Cathy Jarvis, and Sam Faris. Camp instructors were welcomed to volunteer, but people assisting on court do not have to be instructors. The kids make their own fun, for the most part.

The event was advertised and promoted within the Club by email, posted on the KTC website and Facebook and within the community via the Whig Standard, Kingston This Week, Kingston Heritage, FRESH Radio 104.3FM and 98.9 The Drive. Kingston Heritage ran the notice on April 27th. It was also confirmed by 98.9 The Drive that the event was advertised.

59 children and 38 parents attended the Junior Open House. Club brochures were handed out and volunteers and coaches answered questions that parents have about programming. There were sixteen volunteers: Alex Drover, Lucas Eckert, Cameron Salmon, Gena Huang, Isaac Jones, Emile Flavin, Cathy Jarvis, John Lott, Jack Lott, Claire Tremblay, John Sylvester, Jeff Elwood, Kiko Kellway, Gill Turnbull and Paula Loh. David Lea, Community Development Manager with the Ontario Tennis Association (OTA) attended. Viki Andrevska coordinated the event.

Food: 132 hot dogs, 12 veggie dogs, 144 hot dogs buns, 6 large bags of potato chips, 100 plates, napkins, 24 bottles of water. Total cost \$153.

Appendix B

Kingston Tennis Club Board Meeting

Treasurer's Report

May 23, 2017

1. Revenue Collection Progress

\$ 000 Year to Date Oct. 1 to May 19

| | 2017 | 2016 | \$ | % | |
|---|--------------|-----------------------|---------------|--------------|-----------------------|
| Comments | | | | | |
| | | | Change | | 2017 vs. |
| 2016 | | | | | |
| TOTAL | 175.0 | 168.1 | 6.9 | 4 | overall up 4 % |
| Membership | | | | | |
| Adult | 52.9 | 54.8 | (1.9) | (3) | down slightly |
| Couple | 31.4 | 30.8 | .6 | 2 | up slightly |
| Family | 17.9 | 21.5 | (3.6) | (17) | down |
| Junior | 1.4 | 3.1 | (1.7) | (59) | down |
| Student | 5.4 | 5.1 | .3 | 6 | up |
| Subtotal | 109.0 | 115.3 | (6.3) | (5.5) | down 5 % |
| Junior Camps | | | | | |
| Full Day | 29.2 | 21.3 | 7.9 | 37 | up 37 % |
| Half Day - AM | 21.1 | 16.9 | 4.2 | 25 | up 25 % |
| PM | 3.2 | 5.1 | (1.9) | (37) | down |
| Supervision – Bef | .9 | .4 | .5 | 125 | up |
| Aft | .3 | .3 | - | - | same |
| Subtotal | 54.7 | 44.0 | 10.7 | 24 | up 24 % |
| Lessons | | | | | |
| Semi-Priv | 1.1 (I + E) | 2.3 (J) | (1.2) | | |
| Adult Group | 2.3 | .1 | 2.2 | | |
| Junior Group | 2.6 | 1.1 | 1.5 | | |
| Subtotal | 6.0 | 3.5 | 2.5 | 71 | up 71 % |
| Donations | 2.9 | 1.5 | 1.4 | 93 | up 93 % |
| Parking Permit | 2.0 | 2.4 | (.4) | (17) | down 17 % |
| Misc- Food, drink, balls, ball machine, guest fees, some not categorized in 2016 | | | | | |
| | .4 | 1.5 | | | |
| 2. Pending Revenue @ May 19, 2017 | | \$ 7.2 k total | | | |
| Membership (5 entries) | | \$ 1.6 k | | | |
| Camps (13 entries + 3 care) | | 2.6 | | | |
| Lessons (64 entries) | | 2.8 | | | |
| Misc (fees, parking, donations) | | .2 | | | |
| 3. Discussion of 2017 versus 2016 | | | | | |

Membership – membership 432 at May 15 YTD which is lower than 2015 or 2014 at same date

- about 30 members did not renew in 2017 @ JS, offset by some new 2017 members
- pending list is small at \$ 1.6 k (5 entries)
- attained 89 % of \$ 122 k budget YTD ; need about 50 more members to reach budget – estimated at about 482 members given same mix of member types
- capacity is about 525 (7 courts x 75)

Junior Camps – the pay within 2 weeks policy is bring in revenue faster, unclogging registration; attained 68 % of \$ 80 k budget YTD.

- the afternoon camp utilization is low in 2017 and lower than 2016
- pending list is small

Lessons – while it is early in season lesson revenue is up significantly in lesson groups where

Isaac (I) and Emile (E) teach

- Semi-Private lessons in 2017 (Isaac or Emile) are down from the 2016 (Jeff)
- Jeff is teaching in 2017 but does not show on in 2017 Revenue yet (KTC pays the independent contractor pros, their payment due soon)
- 64 pending entries for lessons at \$ 2.8 k

Donations – up \$ 1.4 k , received a single \$ 1k donation

4. Bank Balance May 20, 2017 \$ 000

| | | | |
|------------------|--------------|----------|----------------------------------|
| RBC | 15.7 | | |
| Tangerine | | | |
| GIC | 100.0 | @ 1 % | matures Sept. 21, 2017 |
| Savings | 308.6 | @ 1.25 % | interest, rate ends July 5, 2017 |
| Total | 424.3 | | |

Reference- Year End 2016 283.5